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**GENERAL INFORMATION**

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Library System

Mid-Wisconsin Federated Library System

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Describe demographic, economic, and other facts about your system that influenced the development of this and other system plans.

Mid-Wisconsin Federated Library System has a service population of 305,574 that includes Dodge, Jefferson and Washington Counties. The population has increased by just over a thousand since 2000 so it remains stable. The over 65 population has increased by 1% and the under 18 age group has increased by 3%. The Hispanic population is still at 5% from 2000. The demographic without a high school diploma has decreased by 3% and is now at 10%. Mid-Wisconsin serves 27 libraries with the smallest library in Lowell with a population of 340, and the largest in West Bend with a population of 31,078. There isn't very much diversity within the 3 counties, however the Hispanic population has remained at 5%.

Funding for most of the member libraries is still an issue. Mid-Wisconsin does help by paying some of the costs associated with the services provided. The System pays 65% of the cataloging costs and charges back the remainder to the libraries. Mid-Wisconsin pays for system related mileage to their member libraries, offers grants and pays for delivery. However since the state's funding of systems has remained flat and costs are rising, Mid-Wisconsin will be charging back 25% of our cost for Overdrive to the libraries in 2014. The System has not charged the libraries in previous years for Overdrive. However, the System will continue to purchase \$15,000 of extra e-content from Overdrive Advantage to supplement the Overdrive collection. This was part of the Resource Library Contract the previous 2 years, however because of accounting issues, the System will pay for it and it will not be part of the 2014 Resource Library Contract.

E-book downloads continues to grow in usage by the System's user population. E-book downloads in 2011 were 9480 and in 2012 increased to 39,648 increasing by 76% from 2011. It is important that we continue to market and make available this resource to our libraries. The Hispanic population is strong in the 3 counties and programming geared toward this population would be helpful so the Hispanic population can feel comfortable using the library. The percentage of those who do not have a high school diploma in our System has dropped by 3%, but 10% is still too high. Literacy is important and having the libraries be part of a literacy program will hopefully help bring this number down even more.

Each member library is reimbursed by their county for rural circulation to their libraries.

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Describe significant needs and problems that influenced the development of this and other system plans.

The System has had a considerable fund balance and most of it has been designated this year and going into 2014. In 2013 it has been used to pay for resurfacing the parking lot, computers and software, has been designated for updating the building's HVAC system, and designated to pay for 75% of the Overdrive buying pool for 2014.

A System Resource Sharing and Technology Plan was done in 2010 and ended in 2013. A one year plan will be done for 2014. We will know more in 2015 if our system will be merging with Lakeshores Library System and then if that does happen a new plan will be drafted. If the merger doesn't happen, an updated 5 year plan for Mid-Wisconsin will be written.

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Describe the planning environment and process under which this and other system plans were developed. (List additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the division.)

In 2013 a new SHARE Agreement was passed by both Mid-Wisconsin Federated Library System and Lakeshores Library System boards. This brought together both systems to better facilitate the SHARE consortium and the agreement will protect the consortium going into the future.

Mid-Wisconsin needs to have a new strategic plan in place. Attempts this year to secure a facilitator have not gone well. I am going to work with WiLS to get this started this year and we will have a strategic plan in place by the first half of 2014.

Mid-Wisconsin and Lakeshores Library System are in the very beginning stages of talking of merging. A committee comprised of members from both systems have met several times to talk. Both systems should know by the end of 2013 if we will actually pursue a merger. If we pursue the merger then the goal is to have a plan in place by the middle of 2014.

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## ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2014**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

**S.43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall ensure that all of the following are provided:**

### Membership Agreements

- ☒ (a) Written agreements to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference authorized under s. 43.15 (4) (c) 4., and to provide for the interlibrary loan of materials among all participating public libraries, as evidenced by agreements with those libraries.
- ☒ A copy of the agreement with a list of all members signing it will be provided to the division by January 15.

### Resource Library Agreement

- ☒ (b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- ☒ A signed copy of the resource library agreement will be provided to the division by January 15.

### Reference Referral, Interlibrary Loan, and Technology

- ☒ S.43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

#### List ongoing activities related to this requirement.

1. Help member libraries use the SHARE catalog to facilitate use to our patrons so they may have access to all available materials.
2. Continue to provide technical support for SHARE through staff in system and in Lakeshores and from SirsiDynix maintenance.
3. Continue to provide access to online full-text resources and authentication services so that these and other resources are readily available to our patrons.
4. Provide training in the use of SirsiDynix software to increase use of unassisted interlibrary loan.
5. Fund WISCAT for member libraries.

#### Indicate new or priority activities relating to this requirement for the plan year.

1. Participate in the state's e-content buying pool.
2. Continue Overdrive Advantage program.
3. Continue to work with LLS technicians for SHARE issues.

### Inservice Training

- ☒ S.43.24(2)(e) Inservice training for participating public library personnel and trustees.

#### List ongoing activities related to this requirement.

1. Conduct a minimum of eight system sponsored workshops for member library staff and trustees.
2. Maintain a calendar of continuing education events on the MWFLS website. Provide information on CE opportunities offered by other organizations.
3. Provide grant funding that may be used for member library staff to attend continuing education workshops.
4. Assist member librarians in the statutory certification and re-certification process.
5. Provide an annual gathering for trustees, librarians and local officials that includes a program.
6. Continue to offer a mobile wireless training lab for CE opportunities to trustees and librarians.

#### Indicate new or priority activities relating to this requirement for the plan year.

1. Work in conjunction with other library systems to coordinate workshop and continuing education opportunities.
2. Facilitate training in SirsiDynix and Overdrive software.
3. Orientation for new trustees and directors.

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**ASSURANCES (cont'd.)**


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**Delivery and Communication**

- ☒ S. 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

**List ongoing activities related to this requirement.**

1. Provide and maintain a wide area network for all member libraries.
2. Provide email service for all member libraries.
3. Provide Internet service for all member libraries through WiscNet.
4. Maintain and enhance our in-system van delivery service based on ILS usage. Operate this service at highest possible levels of efficiency and effectiveness.
5. Promote the use of e-mail, through e-lists, as the primary intrasystem electronic communication tool.
6. Continue to encourage and assist all member libraries in offering both staff and public access to the Internet.
7. Continue to encourage member libraries to make full use of the online informational products funded by the state, such as Badgerlink, and those funded by Mid-Wisconsin, such as Overdrive.
8. Continue to encourage and enable remote access to electronic services offered by the state, such as WISCAT and Badgerlink.
9. Continue to work with various agencies to ensure that the MWFLS member libraries have adequate telecommunications access and capabilities.
11. Continue to contract with South Central Library System for statewide delivery service.

**Indicate new or priority activities relating to this requirement for the plan year.**

1. Provide a wide area network service to all member libraries.
  2. Provide Overdrive and Overdrive Advantage to all member libraries.
  3. Provide Zinio, an online magazine subscription, to all member libraries.
  4. Hold a minimum of six Directors Council meetings (the governing body of the MWFLS portion of SHARE).
  5. Hold a minimum of two joint meetings between the LLS portion and the MWFLS portion of SHARE.
  6. Migrated email from WiscNet to Office 365.
  7. Continue with WiscNet for Internet services.
  8. Contract with a new delivery vendor guaranteeing next day delivery.
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**Service Agreements**

- ☒ S.43.24(2)(g) Service agreements with all adjacent library systems
- ☒ A copy of the agreement with adjacent systems with a list of all systems signing the agreement will be provided to the division by January 15.
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**Other Types of Libraries**

- ☒ S.43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- ☒ The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. A copy of the agreement with a list of all signing libraries will be provided to the division by January 15.
- ☒ Other types of libraries in the system area have had an opportunity to review and comment on the plan.
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**Library Technology and Resource Sharing Plan**

- ☒ S.43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ Member public libraries and other types of libraries in the system area have had an opportunity to review and comment on the plan.
- ☒ A copy of the written plan, including any revisions and amendments, for library technology and resource sharing is attached to this document or is on file with the division.
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**ASSURANCES (cont'd.)**


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**Professional Consultation**

- ☒ S. 43.24(2)(h) Professional consultant services to participating public libraries.

**List ongoing activities related to this requirement.**

1. Continue to offer consulting and information to member libraries in areas including, but not limited to, public library administration, adult services, youth services, library automation, building and remodeling, technical services, interlibrary loan, resource sharing, staff development (certification, continuing education etc.), standards, collection development, legal issues, public relations and advocacy, local government, Internet usage and resources, reference and information services, special needs, new technologies, delivery and communications, partnerships, state reports, grant opportunities, and other issues that require assistance.
2. Continue to provide support and physical presence (if needed) at local board or council meetings.

**Indicate new or priority activities relating to this requirement for the plan year.**

1. Every member will receive one visit per year from the Director, or appropriate system staff, to provide consultation.
  2. Director will meet with each county's libraries as a group at least once per year.
  3. New trustees and directors will receive an orientation.
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**Services to Users With Special Needs**

- ☒ S.43.24(2)(k) Promotion and facilitation of library service to users with special needs.

**List ongoing activities related to this requirement.**

1. Identify special needs topic areas for continuing education and include special needs in other CE presentations as appropriate.
2. Offer assistance, when requested, in the remodeling or new building planning process as it relates to accessibility.
3. Continue to offer no cost delivery to Fox Lake Correctional.

**Indicate new or priority activities relating to this requirement for the plan year.**

1. Provide a website that is accessible.
  2. Purchase Overdrive electronic audio book service.
  3. Provide library brochures, card applications, policies, and other forms in large print format when requested.
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**Other Service Programs**

S.43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

List each "other" service programs individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

**Public Information:****Ongoing activities**

1. Continue to provide member libraries with design and production of public information materials including but not limited to brochures, bookmarks, signs, electronic media, and packaging.
2. Provide assistance to member libraries in the area of marketing including ideas and strategy.
3. Continue to provide grant funds for local public information materials.

**Youth Services:****Ongoing activities**

1. Continue Summer Library Reading workshop.
  2. Continue to participate in Culvers Coloring Program (if offered).
  3. Continue system grant funds which may be used for promotional materials and prizes for SLP.
  4. Continue system grant funds which may be used for summer reading performers.
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	<b>ASSURANCES (cont'd.)</b>	
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**Collection Development:**

## Ongoing activities

1. Continue system grant funds that may be used for collection development.
2. Help libraries evaluate and develop their collections as needed.
3. Continue to provide Overdrive and Overdrive Advantage to supplement member libraries' collections.

## New or priority activities:

1. Provide Zinio, an online magazine subscription, to supplement member libraries' collections.
2. System will provide emergency technical equipment to member libraries until they can get replacements.
3. Contract with South Central Library System to provide a special needs coordinator to focus on the Hispanic population in our three counties.
4. Provide literacy workshops.

**Administration**

- ☒ The system will not expend more than 20 percent of the state aid projected to be received in the plan year for administration.
- ☒ The 2013 system audit will be submitted to the division no later than September 30, 2014.

**Budget**

- ☒ A copy of your public library system budget by service program category and fund source for the plan year (see attached guidelines) is attached.

	<b>CERTIFICATION</b>	
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**WE, THE UNDERSIGNED, CERTIFY** that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2014**.

Name of System Director	Signature of System Director	Date Signed
	➤	
Name of System Board President	Signature of System Board President	Date Signed
	➤	

	<b>FOR DPI USE LIBRARY SYSTEM PLAN APPROVAL</b>	
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Pursuant to Wis. Statutes, the plan contained herein is:	DLT Assistant Superintendent Signature	Date Signed
<input type="checkbox"/> Approved		
<input type="checkbox"/> Provisionally Approved <i>See Comments.</i>	➤	
<input type="checkbox"/> Not Approved <i>See Comments.</i>		

Comments

PUBLIC LIBRARY SYSTEM 2014 ANNUAL PROGRAM BUDGET					
Program	2014 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference and Interlibrary Loan*</b>					
1.	\$175,040	\$107,545	\$26,746	\$261,026	
2.					
3.					
4. Electronic Resources	55,739			\$23,580	
<b>Program Total</b>	<b>\$230,779</b>	<b>\$107,545</b>	<b>\$26,746</b>	<b>\$284,606</b>	<b>\$649,676</b>
<b>Continuing Education and Consulting Service*</b>					
1.	\$90,554				
2.					
<b>Program Total</b>	<b>\$90,554</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$90,554</b>
<b>Delivery Services</b>	<b>\$228,455</b>			<b>\$5020</b>	<b>\$233,475</b>
<b>Library Services to Special Users</b>					<b>\$0</b>
<b>Library Collection Development</b>	<b>\$17,829</b>				<b>\$17,829</b>
<b>Direct Payment to Members for Nonresident Access</b>					<b>\$0</b>
<b>Direct Nonresident Access Payments Across System Borders</b>					<b>\$0</b>
<b>Library Services to Youth</b>	<b>\$22,226</b>				<b>\$22,226</b>
<b>Public Information</b>	<b>\$72,726</b>			<b>\$2,000</b>	<b>\$74,726</b>
<b>Administration</b>	<b>\$91,853</b>				<b>\$91,853</b>
<b>Subtotal</b>	<b>\$433,089</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,020</b>	<b>\$440,109</b>
<b>Other System Programs</b>					
1. Designated funds		\$86,928			\$86,928
2. Future ILS purchase		\$337,110			\$337,110
<b>Program Total</b>	<b>\$0</b>	<b>\$424,038</b>	<b>\$0</b>	<b>\$0</b>	<b>\$424,038</b>
<b>Grand Totals</b>	<b>\$754,422</b>	<b>\$531,583</b>	<b>\$26,746</b>	<b>\$291,626</b>	<b>\$1,604,377</b>

\* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1. Line 4 is reserved for the amounts budgeted for electronic resources (see Program Budget Guidelines).